



**City of Bristol
Board of Finance Meeting
February 28, 2017**

A meeting of the Board of Finance was held on Tuesday, February 28, 2017 at 6:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson Cheryl Thibeault, Vice Chairman John Smith, Mayor Ken Cockayne, Commissioners Ron Burns, Jake Carrier, Orlando Calfe, Derek Czenczelewski, Mike Fiorini and Mike LaMothe. Also present from the Comptroller's Office: Glenn Klocko and Robin Manuele.

February 22, 2017

Ladies and Gentlemen:

The Regular Board of Finance Meeting will be held on Tuesday, February 28, 2017 at 6:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

- 1. Call to order**
Pledge of Allegiance
- 2. Public Participation**
- 3. Consent Agenda**
 - a. Approval of minutes from the Regular Board of Finance Meeting - January 24, 2017**
 - b. Public Works:**
 - 1. Transfer of \$1,595 within the Public Works operating budget**
 - 2. Additional appropriation of \$21,284 within the Special Grants and Donations Fund**
 - c. Fire Department:**
 - 1. Transfer of \$1,000 within the Fire Department operating budget**
 - 2. Additional appropriation of \$990 within the Special Grants and Donations Fund**
 - d. Comptroller's Office: Transfer of \$7,970 within the Miscellaneous Operating budget**
 - e. Bristol Development Authority: Transfer of \$7,500 within the Special Grants and Donations Fund**
 - f. Parks & Recreation: Transfer of \$5,000 within the Parks Operating budget**
 - g. Board of Education:**
 - 1. Additional appropriation of \$4,845,871 within the Special Education Grant Fund**
 - 2. Additional appropriation of \$3,446,362 within the Special Education Grant Fund**
- 4. Presentation of June 30, 2016 Audit with RSM US LLP**
- 5. Parks & Recreation: Additional appropriation of \$74,000 within the Parks operating budget**
- 6. Comptroller's Office: Review of Financial Policies**

- 7. New Business:
- 8. Old Business:
- 9. Any other matter to come before said meeting
- 10. Adjournment

1. Call to order

Chairperson Thibeault called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Public Participation

Ellen Solek, Superintendent of Schools, introduced the new Business Manager, Steve Nembirkow, to the Board of Finance and thanked Glenn for his assistance in the transition and search for a new Business Manager.

3. Consent Agenda

- a. Approval of minutes from the Regular Board of Finance Meeting – January 24, 2017
- b. Public Works:
 - 1. Transfer of \$1,595 within the Public Works operating budget
 - 2. Additional appropriation of \$21,284 within the Special Grants and Donations Fund
- c. Fire Department:
 - 1. Transfer of \$1,000 within the Fire Department operating budget
 - 2. Additional appropriation of \$990 within the Special Grants and Donations Fund
- d. Comptroller's Office: Transfer of \$7,970 within the Miscellaneous Operating budget
- e. Bristol Development Authority: Transfer of \$7,500 within the Special Grants and Donations Fund
- f. Parks & Recreation: Transfer of \$5,000 within the Parks Operating budget
- g. Board of Education:
 - 1. Additional appropriation of \$4,845,871 within the Special Education Grant Fund
 - 2. Additional appropriation of \$3,446,362 within the Special Education Grant Fund

Commissioner Smith made a motion seconded by Commissioner Lamothe

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. Presentation of June 30, 2016 Audit with RSM US LLP

Scott Bassett, Partner, and Lauren Davis, Manager, from RSM were present to discuss the audit. Scott stated they issued a clean unqualified opinion for the City, Board of Education and Water Department. The goal was to have the audit completed before Christmas which was accomplished. The auditors put in 1,000 man hours which starts in May. The City presented accurate clean records so there were no surprises when the audit was issued. The MD&A highlights the audit, which is a good read to overview the financial highlights of the audit. They do look at internal controls, but do not give an opinion. The City has a strong Fund Balance and Pension Fund. Tax Collection rates increased from 98.47% to 98.68%.

Cheryl stated the Banking and Audit Committee will be meeting to discuss some concerns that were raised, once they have time to collect information the auditors will be invited in to discuss. Glenn stated these are previous issues which have been discussed with the auditors in weekly meetings.

RSM left the meeting.

Cheryl stated Glenn shared at the last Budget Hearing some concerns with the auditors such as change in staff, new staff each year, which will be discussed at the Banking and Audit Committee. Commissioner LaMothe questioned recourse under the contract language, but Glenn stated the contract is what it is it. Derek stated the contract was done for three years with two one year renewals purposely.

5. Parks & Recreation: Additional appropriation of \$74,000 within the Parks operating budget

Commissioner Carrier made a motion seconded by Commissioner Smith.

"To make an additional appropriation of \$74,000 within the Parks Operating Budget for equipment and vehicles funded by credit card fees and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Discussion was held on purchasing a concession trailer for Muzzy Field. Cheryl questioned if it was portable. Ed explained the trailer would be used by whomever has the concession contract, not Parks employees. It could be portable, but most likely would not be moved often from Muzzy. John suggested the Parks Departments develop a policy for rental. Ed explained this trailer is cheaper than building a concession stand as it's not ideal the way it's being done now.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

6. Comptroller's Office: Review of Financial Policies

Mayor Cockayne made a motion seconded by Commissioner Smith

"To approve the following policies and place on file

- Fund Balance Policy
- Debt Policy
- Fixed Assets Policy"

Glenn explained this was a review of the formal policies the Board of Finance has in preparation of the upcoming bond issue in the spring. The Fund Balance Policy now reads between 12% and 15% for Unassigned Fund Balance. These policies can be found in the budget book.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

7. New Business

Mayor Cockayne stated he has started a strategic planning committee, which met with a variety of people including Bob Flanagan, Ron Burns, John Smith, Walter Veselka, Tom Conlin, Glenn Klocko and Justin Malley. A great discussion was held on ideas moving towards a long term plan and will continue to meet in the future.

8. Old Business

9. Any other matter to come before said meeting

10. Adjournment

Mayor Cockayne made a motion which was seconded by Commissioner Smith
"To adjourn at 7:27 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in black ink, appearing to read "Glenn S. Klocko", with a stylized flourish at the end.

Glenn S. Klocko
Board of Finance Clerk